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**TO: Economic Support Supervisors
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W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-16

Date: 03/06/2003

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: HIGH

SUBJECT: Barrier Screening Tool Implementation Information

CROSS REFERENCE: Administrator's Memo 03-03

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to:

1. Highlight important implementation information for the W-2 Barrier Screening Tool (BST); and
2. Report a change in W-2 policy related to formal assessments for CMS placements.

BACKGROUND

The Department is in the final stages of planning for the implementation of the W-2 Barrier Screening Tool (BST).

1. The W-2 Screening and Assessment Policy document was finalized and issued to W-2 agency directors as an attachment to Administrator's Memo 03-03 in January;
2. Work is being done to finalize the BST Training Course; and
3. The web-based Barrier Screening Application, which will be used to administer the screening tool to W-2 participants, is being tested.

POLICY

The *W-2 Screening and Assessment Policy* document and the *W-2 Barriers Screening Tool Agreement* are attached.

Close attention must be paid to the section of the policy document on *BST Requirements for New Participants versus Ongoing Participants* (pages 6 and 7). This section lays out the timeline for screening each participant based on his/her participation status at the time of implementation.

Automation

The BST will be administered using an automated web-based program that is linked with CARES. This new web-based program, called the Barriers Screening Application, has features that will allow both ease of use by the screener and more rigorous security measures that will ensure confidentiality of the participant. Screeners receive prompts throughout the screening process that help them determine which questions are to be asked, and what, if any, assessment referrals should be made based on the screening results. W-2 agencies will be given access to the web-based application shortly before their scheduled BST implementation date. Hands-on practice with the automated tool will be provided during the BST training course.

A separate Operations Memo will be released in early March that will provide instructions to workers and supervisors for gaining security access to the web-based application.

Case Management Tools

A series of alerts and reports will allow workers, W-2 managers and W-2 Regional Offices to monitor use of the BST with participants. These alerts and reports are described on pages 6 and 7 of the *W-2 Screening and Assessment Policy* document under *BST Requirements for New Participants versus Ongoing Participant*. Reports that are created for the BST will be accessible through the Reports link found in the Barrier Screening Application. A special security profile will be available for W-2 managers and W-2 Regional Office staff to allow them to access these reports without having to meet the training requirements needed for the BST screeners.

Training and Implementation Schedule

Training sessions have been set up for the Barrier Screening Tool (BST) in each region. The course description and all class dates are listed on the BPS Training Section's Registration Center at <http://www.uwosh.edu/ccdet/wss/>. This course will cover the background and history of the screening tool, provide an explanation of each of the items within the screening tool, explain policy, and allow for hands-on practice with the automated tool.

Agencies have the discretion to determine who in their agency will administer the BST. Some agencies may assign each FEP to screen his/her own caseload. Other agencies may choose to have one staff person or contracted provider who specializes in this function. All individuals designated to administer the BST must have FEP training (or have equivalent training as determined by the DWS Partner Training Section) and participate in the BST training course.

In addition to those who are selected to administer the BST, all other W-2 agency FEPs and FEP supervisors must complete the BST training course so that they have a general understanding of the tool and can use the screening results to provide appropriate worksite accommodations.

Implementation of the screening tool will occur in each region after all training sessions in that region have been completed. Because of this plan, only workers from the region where the training is scheduled should attend. The number of spaces available in each region is based on information obtained from the Regional Offices related to numbers of staff.

NOTE ➤ One exception is Waukesha. There is a block of sessions scheduled at the Milwaukee Regional Training Center reserved for workers from the Waukesha Region. Those dates are labeled as such on Registration Center.

If for some reason a staff member cannot attend any of the sessions in his/her region, the supervisor or ATL should contact Gerry Mayhew directly to work out a solution. She may be reached at (608)267-5056. For general questions about the screening tool training, contact Catherine Lindsay at (920)424-0981 or Jenny Ritchey at (608)267-1426.

Attached is a list of scheduled trainings, and the planned BST implementation date for each region.

Change in Assessment Policy for CMS Placements

Currently the W-2 Manual prohibits W-2 agencies from paying for formal assessments for all types of Unsubsidized Employment placements, (CMS, CMU and CMF) with W-2 funds. Effective with the implementation of the BST, formal assessments for participants placed in CMS may be paid for with W-2 funds. This change in policy correlates with the requirements in the Screening and Assessment Policy document. Individuals who are initially placed in CMS are required to be screened with the BST. Depending on the results of the screening, the worker may be directed to refer the CMS participant for a formal assessment. FEPs should use the results of the BST and any available assessment information as part of the overall evaluation of the participant's employability at the 30-day mark.

ATTACHMENTS

W-2 Screening and Assessment Policy
W-2 Barriers Screening Tool Agreement
Barrier Screening Tool Training and Implementation Dates

LINKS

- DWS/BPS Training Section Registration Center
<http://www.uwosh.edu/ccdet/wss/>

CONTACTS

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.